

ACCESS-ABILITY SERVICES

**Student
Handbook**

Welcome to Access-Ability Services

Dear Student:

Welcome Welcome to Kingsborough Community College and the Office of Access-Ability Services (AAS)! We are committed to promote an inclusive and positive learning environment that emphasizes education, empowerment, informed participation, and equal access to all academic and campus programs by and for students with disabilities. On behalf of the Dean of Student Affairs Office and the AAS staff, we look forward to working with you during your academic career at KCC.

Please utilize this handbook as an important resource for accessing services and accommodations. It is intended to be a brief introduction to our services and programs. In order to provide the best program possible, AAS periodically changes its policies, procedures, and services. We will alert you to those changes to keep you up-to-date

Best wishes in your academic career at KCC.

Sincerely,

Dasha Gorinshteyn, LCSW

Director of Counseling and Health Services, Office of the Dean of Student Affairs

Dear Student:

Welcome to Kingsborough Community College Access-Ability Services (AAS). The staff of AAS is dedicated to opening doors of equal opportunity to individuals with disabilities at Kingsborough Community College (KCC).

AAS assists students with disabilities by determining their eligibility for services and then working with them to establish reasonable accommodations and services. The goal of AAS is to provide students with disabilities equal access to the programs and activities of the college.

AAS also recognizes that, while college can be stressful for most individuals, for individuals with disabilities it can be a daunting task. Please be assured, however, that you are not alone. AAS will help you to recognize your potential by providing support through counseling, tutoring and academic advisement.

We are glad that you have decided to attend KCC, and we look forward to working with you. We encourage you to use AAS as a resource throughout your career at KCC.

Sincerely,

Stella Woodroffe, PhD, LMHC

Director, Access-Ability Services

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Mission Statement

The primary mission of Access-Ability Services is to promote equal access to a KCC educational experience through the provision of appropriate academic accommodations to documented students with disabilities. AAS is also committed to encouraging student self-development, and to serving the larger college community as a resource for disability matters.

Purpose of Handbook

The information in this handbook has been developed to provide students and other interested constituencies with relevant information concerning the current policies, practices and services designed to meet the needs of students with documented disabilities while maintaining the integrity of a Kingsborough Community College education.

Some questions commonly asked by students are: Is college the same as high school? Where do I begin? What do I need? Whom should I speak to? What do I need to do? Can my parents still advocate on my behalf? This handbook will assist in answering some of those questions. For additional information, please contact Access-Ability Services at **718-368-5175**.

This handbook will be revised and updated periodically. It is meant to be a living document responsive to the present and future needs of the KCC community.

Nondiscrimination Policy

Kingsborough Community College does not discriminate in any way, on the basis of age, gender, sexual orientation, lineage or citizenship, religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, veteran status or marital status in its student admission, employment, access to programs, and administration of educational policies.

Privacy Policy

AAS complies with all applicable privacy laws and policies, including the Family Educational Rights and Privacy Act (FERPA). The College's FERPA policy can be found on the KCC website at <http://www.kbcc.cuny.edu>

Change of Information

If you move, change your email address or change your phone number(s), please notify AAS, in person, by letter or by email (aas@kbcc.cuny.edu), so that we can update your information. This is extremely important because AAS sends out letters to students with important deadlines.

Please also make sure to go to the Registrar's Office in Room A101 to provide that office with your new contact information since that is the only office that will be able to update your record in the college's computer system.

If you make any changes during the semester (e.g. drop a class, add a class, no longer need services, etc.), you should notify AAS immediately so that we can better assist you.

Contact Information

Mailing Address: Access-Ability Services
Kingsborough Community College
2001 Oriental Blvd
Room D-205
Brooklyn, NY 11235

Telephone: 718-368-5175

Fax: 718-368-4782

Text: 347-766-6227

E-mail: aas@kbcc.cuny.edu

Hours of Operation

D-205 / Main Office:

Monday	9 am – 5 pm
Tuesday	9 am – 8 pm
Wednesday	9 am – 8 pm
Thursday	9 am – 5 pm
Friday	9 am – 5 pm

M-126 / Assistive Technology Lab:

Monday	9 am – 5 pm
Tuesday	9 am – 5 pm
Wednesday	9 am – 5 pm
Thursday	9 am – 5 pm
Friday	9 am – 2 pm

Common Questions

Will I be required to follow the same program requirements as other students?

Yes. KCC cannot change requirements that are essential to its academic programs. Having a disability that makes specific course content difficult does not mean that you will be automatically exempted from such courses, or that they will be modified for you. In some cases, course substitutions may be accepted for students with disabilities. This should be discussed with your AAS Counselor.

What will I need to do to earn a college degree?

You will need to meet the requirements of your program of study as determined by Kingsborough Community College and by the City University of New York.

Will I get the same accommodations as high school?

Not necessarily. Required accommodations in high school are different from those required in college. Access-Ability Services will review your documentation and work with you to identify appropriate accommodations based on your documentation, and the information you provide.

Am I still covered under IDEA and my IEP/504 Plan?

No. Postsecondary education is governed by the Americans with Disabilities Act (ADA), Section 504 Subpart E of the Vocational Rehabilitation Act and other pertinent state laws. The responsibilities of colleges and universities are significantly different from those of your high school.

Can my parents advocate for accommodations for me?

No. Unlike high school, in post-secondary education, you are considered an adult. All requests for accommodations must come directly from you and be supported by appropriate documentation. AAS may not discuss or release information to your parents without your written permission.

Where do I go for services?

To receive accommodations and/or services for a disability at KCC, students must self-identify to Access-Ability Services in Room D-205. We will ask you to provide appropriate documentation to support your request for accommodations and to schedule an interview with an intake counselor.

When should I request services?

Although you may request accommodations at any time, we recommend that you make an appointment with Access-Ability Services as soon as possible after admission to KCC. Access-Ability Services is committed to working with you and providing you with reasonable accommodations and services.

How do I Request Services?

Contact Access-Ability Services as soon as possible after admission to KCC to submit documentation and to schedule an intake interview. At this initial meeting, you will be asked to complete and sign an [Application for Accommodations and Services](#).

The intake counselor will review your documentation and will ask you pertinent questions regarding your disability, your strengths and limitations, accommodations that you have had in the past, and accommodations you are requesting. The intake counselor will also discuss AAS policies and procedures and forms relevant to your services, and will assign you to an AAS counselor. Your documentation and Application for Accommodations and Services will be kept in a confidential file at AAS.

Submission of documentation is not enough to be registered with AAS and receive services. You also need to complete the Application for Accommodations and Services and the intake interview.

What kind of documentation do I need to provide?

In order to be recognized as eligible for services and accommodations through Access-Ability Services, you are required to provide appropriate documentation of a disability. Students are responsible for any fees associated with obtaining documentation of their disability.

Essential elements of documentation include the following:

- The credentials and signature of the professional who is providing the diagnosis. The professional should not be related to you and should be licensed/certified in the area in which the diagnosis is made.
- The date of the evaluation.
- A diagnostic statement identifying the disability.
- A description of the current functional limitations as it relates to academic settings.
- Recommendations for accommodations.

What accommodations/modifications does AAS provide?

Reasonable accommodations may include, but are not limited to:

- Extended exam time
- Accessible classrooms
- Readers
- Scribes
- Note-takers
- Sign language interpreters
- Reduced course load
- Textbooks in alternate format
- Assistive technology

What services does AAS provide?

Services provided may include:

- Academic Advising
- Counseling
- Equipment Loan
- Testing
- Tutoring
- Assistive Technology Laboratory

For each accommodation/service that AAS provides, there are procedures to be followed. If you have questions or are unclear about the policies, procedures or available services, please be sure to ask your counselor or other AAS staff for clarification.

Procedures for Receiving Classroom Accommodations

For each class in which you are enrolled, you may choose to use or not use your approved accommodations. If you choose to use your accommodations, it is your responsibility to notify your professors.

- AAS strongly recommends that you speak with your professors on the first day of each class or as soon as possible after your accommodations are approved.
- If privacy is important to you, you may want to make an appointment to speak to the professors during their office hours.
- If you find it difficult to speak with your professors, you are encouraged to make an appointment to see your AAS counselor. Your counselor will work with you to plan and implement an effective strategy for communicating with your professors.
- At your AAS intake interview, you will receive a letter of Notification of Academic Accommodation, which itemizes your approved accommodations. AAS requires that you give a copy of the letter of Notification of Academic Accommodation to each of your professors when you speak with them. The letter verifies that the accommodations you are requesting have been approved by AAS.
- At the beginning of each semester in which you are enrolled, please pick up new letters of Notification of Academic Accommodation from AAS and share them with your professors.

Note-Taking Services

Notetaking services are provided if you have registered with AAS and have provided documentation that supports this accommodation. It is important that you notify AAS of the classes in which you want to use this approved accommodation. AAS encourages you to look for a classmate to provide notes. If you are unable to find a notetaker, AAS will assist you in this process by making an announcement in the class or by asking the professor to do so. If you are in a Developmental English class, AAS will send a note-taker to the class.

Student notetakers will be paid for their services. Please send your notetaker to **Room D-205** to sign up and to receive further instructions.

Each student using notetaker service has a folder in the AAS office. AAS will allow notetakers to make two copies of their notes, at no charge, in our office. The notetaker will leave one copy of the notes in your folder for you to pick up; the other is the office copy.

You and your notetaker may also agree to have the notetaker email the notes to you. In this scenario, the notetaker must also e-mail a copy of the notes to AAS at **aas@kbcc.cuny.edu**.

Notetaking Tips:

- Each student has a preferred style of notes. Speak with your notetaker about the style of notes you prefer.
- Show copies of the notes you receive to your instructors to see if the quality of notes is adequate for the class.
- If possible, take some notes for yourself during class. This will reinforce the notes you receive from your notetaker.
- If your instructor uses Blackboard for class notes and power point presentations, download a copy to have with you in class.
- Rewrite and organize your notes the same day as the class. This will help reinforce the material.

Interpreter Services

If you are deaf or hard of hearing, you may be eligible for one of the following services:

- Sign Language Interpreters
- Computer Assisted Real-Time Captioning (CART) - CART is the instant translation of the spoken word into English text, which is then displayed on a computer screen set up in front of the student.

Deaf/HH students who have registered with AAS and who need interpreter/CART services in the classroom should register as early as possible for their classes each semester. This is to ensure that the coordinator of sign language interpreter services can schedule services in a timely manner.

To request an interpreter for any situation other than regularly scheduled classes, you will need to fill out a request form that can be obtained from the coordinator. Make your request as early as possible so that the coordinator will have sufficient time to fulfill your request.

Assistive Technology

Access-Ability Services has an assistive technology lab available for student use. The Assistive Technology lab is located in Room M-126 in the Marine and Academic Center (MAC). It is open Monday and Tuesday from 9am to 5pm, and on Friday from 9am to 2pm. The telephone number is 718-368-3382.

The lab offers a wide array of technology for students with disabilities, including but not limited to, CCTV, scanner, Braille output, Victor Readers and software such as JAWS screen-reader, Zoom Text, Dragon Naturally Speaking, Read and Write Gold, Abby Fine Reader, Kurzweil 1000 and Kurzweil 3000.

JAWS screen reader and Zoom Text are also available on select computers in the KCC library.

Special Furniture

If you have been approved for special classroom furniture, please let your counselor know the name, section, building, and room number of the class for which you will need this accommodation. It is important that you do this as soon as possible because the furniture may have to be ordered and delivery may take time. Also, please notify your instructor that you have permission from AAS to use this special furniture.

Books in Alternate Format

If you have a documented print disability, you may request copies of your textbooks in alternative formats. AAS uses a variety of sources to supply these materials, including audio books from Learning Ally, eBooks requested from textbook publishers, and scanning of books to create electronic text. All textbooks may not be available in all formats.

Alternative format textbook requests may take several days to a few weeks to process. To avoid delays in receiving your accessible materials, please submit the name, author, publisher, ISBN number of each textbook and proof that you have purchased a paper copy (e.g. receipt) as early as possible. These are needed before AAS can order the books in alternate format.

Audio Recording Lectures

Audio recording classroom lectures is provided as an accommodation if you have registered with AAS and have provided documentation that supports this accommodation. You may choose to purchase and use your own audio recorder or to borrow one from AAS. If you borrow an AAS tape recorder, you are required to buy your own micro-cassette tapes. Please notify and receive approval from your instructor before using an audio recorder in the classroom. We may ask you to sign an agreement that protects the rights of the instructor and students in the class.

Service Dogs

Service dogs are permitted in class when considered an appropriate accommodation due to a documented disability. Service dogs must be under your control at all times. You are responsible for the animal's behavior and sanitary conditions. Disruptive dogs may be prohibited from the campus.

Procedures for Testing Accommodations

You may be approved for one or more of a variety of testing accommodations. Alternative testing accommodations provides you with the opportunity to demonstrate achievement and mastery of course material that is equivalent to the opportunity provided to students without disabilities. Typical testing accommodations may include, but are not limited to:

- **Extended Time** – In most cases, extended time amounts to time and a half. Double time or more may be provided only if you have more significant barriers. Testing time is calculated based on the amount of time faculty plan for and expect students without disabilities will need to complete an exam. Under no circumstances will you be approved for unlimited time. In some cases, extended test time may apply only to particular subjects and/or testing formats.
- **Reader** – If you are approved for a reader, your test material will be re-produced in audio format. Test material may be recorded onto a micro-cassette tape or scanned into a computer, converted into a text file, and read aloud to the student by a computer software program. There may be instances when a person will read the test material to you.
- **Scribe** – The role of the scribe is to write what you dictate. Scribes are not allowed to elaborate on what is being written. They are not allowed to answer questions or explain anything to you. They are not to assist you in doing the work itself or to affect the outcome of an assignment or test in any way other than writing what you dictate. If you are eligible for a scribe, you may also consider using a voice-to-text computer software program.
- **Read Back** – Someone will read back to you what you have written for an essay or short answer exam. The person doing the read back will not make suggestions or corrections.
- **Spell Check** – The use of a spell checker is considered a reasonable accommodation only under very specific circumstances. With appropriate documentation, you will be allowed to use spell check only on exams where the ability to spell accurately is not considered an important part of what the exam is designed to test, as determined by the professor and/or the academic department. The spell checker could be a person or a device such as the Franklin Spell Checker.
- **Use of Calculator** – You will be allowed to use a non-scientific calculator if you have submitted appropriate documentation, and only on exams where the ability to add, subtract, multiply or divide accurately is not considered an important part of what the exam is designed to test, as determined by the professor and/or the academic department.

Students who are approved for testing accommodations may choose to take their class tests and final exams in Access-Ability Services. AAS has established the following guidelines to facilitate a positive testing environment:

Guidelines for Taking Class Tests with AAS

1. Pick up a **Test Request Form** from Access-Ability Services, Room D-205, as soon as you know that you are having a class test. Most professors give out syllabi that include test dates at the beginning of each semester. You may also ask the professor about the testing dates. Please submit Test Request Forms as early as possible.
2. Complete the Test Request Form. Please be sure to include all requested information.
3. Take the form to your professor. You and your professor must agree on the date and time that you will be taking the exam. Please be careful that the date and time you arrange with the professor does not conflict with any of your other classes.
4. Your professor will complete and sign the appropriate section of the Test Request Form. The professor will keep the “professor copy” and return the rest of the form to you.
5. Return the completed Test Request Form to AAS at least 3 business days before the scheduled date of the test. AAS cannot guarantee accommodations to students who do not submit Test Request Forms in a timely manner.
6. AAS will stamp the Test Request Form with the date that you submit it. Please be sure that you receive the stamped student copy for your record.
7. Your professor will deliver the test to AAS in person, by fax or by e-mail on or before the test date.
8. Notify AAS if your class test is cancelled or re-scheduled. If it is re-scheduled, you are required to submit a written note from the professor indicating the new date and time of the test.
9. Report to AAS (Room D-205) on the scheduled date and time for the test. **Please be on time.** If you are more than thirty (30) minutes late, you will be asked to get written permission from your professor to take the test.
10. Be aware that the test will be administered in accordance with your approved testing accommodations.
11. Extra materials (books, notes, note cards, etc.) will not be allowed during an exam unless your professor gives AAS written approval for the use of these materials.
12. Equipment not related to your accommodations (e.g. cell phones) will not be allowed in testing rooms.

Guidelines for Taking Final Exams with AAS:

1. Pick up a Test Request Form from AAS in D-205.
2. Fill out the form completely. Please be sure to check the "Final Exam" box.
3. Take the form to your professor. Your professor will complete and sign the appropriate section of the Test Request Form. The professor will keep the "professor copy" and return the rest of the form to you.
4. Return the completed form to AAS at least 3 business days before the scheduled date of the final exam. AAS cannot guarantee accommodations to students who do not submit the Test Request Form in a timely manner.
5. AAS will stamp the Test Request Form with the date that you submit it. Please be sure that you receive a stamped student copy for your record.
6. Students who do not submit a Test Request Form may not be able to take their final exams with AAS.
7. Come to AAS to take your final exams. **Please be on time.** If you are more than fifteen (15) minutes late, you will be asked to get written permission from your class professor before you can take the final exam.
8. You will not be permitted to leave the testing area until one hour after KCC's published exam start time.
9. Extra materials (books, notes, note cards, etc.) will not be allowed during an exam unless your professor gives AAS written approval for the use of these materials.
10. Equipment not related to your accommodations (e.g. cell phones) will not be allowed in testing rooms.
11. All finals are administered on the same date as on KCC's published final exam schedule. AAS cannot change the date of a final exam.
12. If, for some reason you cannot take a final on the scheduled date, speak with your professor and/or follow KCC's procedure for make-up finals (refer to the KCC College Catalog).
13. AAS will administer your final exams in accordance with your approved testing accommodations.

If you have any questions regarding the above procedures, please feel free to contact your AAS counselor or Sonia Velazquez, AAS Testing Coordinator, at 718-368-5175.

Procedures for Receiving Services

Tutoring

Tutoring is offered in M-126 as a service to students with disabilities who are registered with AAS. Tutorials are usually offered in the basic skills areas: Reading Comprehension, Writing and Mathematics. We advise that you request tutorials as early as possible in the semester.

1. Pick up a **Tutoring Request Form** from Access-Ability Services, Room D-205.
2. Complete the Tutoring Request Form as thoroughly as possible. Remember to include the name, number and section of the course for which you need tutoring. Check the boxes to indicate your hours of availability for tutoring.
3. Return the completed form to the front desk in D-205.
4. When AAS matches you with a tutor, you will receive a call or e-mail notifying you of your tutoring schedule. Please also check in with us frequently to find out if we have been able to match you with a tutor.
5. Generally, students are given one (1) hour per week of tutoring. Students may request an additional hour, if needed. Also, students could receive tutoring on a walk-in basis, if there is a tutor free. Extra tutorial time may not exceed two (2) hours per day.
6. You are expected to attend all tutoring sessions. If, for any reason, you cannot attend a session, you should contact AAS at least 24 hours in advance.
7. Students who miss two (2) sessions without notifying AAS may forfeit their tutoring time for the remainder of the semester.
8. Students who are more than 15 minutes late may forfeit the balance of the tutoring hour.
9. Students usually are assigned to the same tutor and time throughout the term. However, there may be times when the tutoring schedule may need to be adjusted.
10. If you have a problem with your tutoring assignment, please inform Laura Armour, AAS College Lab Technician at 718-368-5175 and she will try to make a change.
11. Please be advised that tutoring in a number of subjects is also offered to individuals and in small groups through Tutorial Services in the KCC Library (Room L-606) and in the Math Skills Lab (F-206).

Equipment Loan

If you are currently enrolled at KCC and registered with Access-Ability Services or in its employ, you are eligible to borrow equipment from AAS. The AAS equipment loan service is intended to support KCC's mandate to provide equal access to KCC's students with disabilities. The use of equipment is limited to activities relating to the performance of your duties and responsibilities as a KCC student. AAS equipment may not be used for private business, personal or political activities. AAS equipment may not be used for any purpose or in any manner that violates KCC rules, regulations or policies, or any federal, state or local law.

If you borrow equipment, you are required to return the items on time and in good order. You may be held liable for equipment that is not returned or that is damaged.

Please contact Laura Armour, AAS College Lab Technician, to arrange to borrow equipment. She may be reached at 718-368-5175.

Mobility Orientation

AAS does not provide mobility orientation for students with visual impairments. Instead, AAS may suggest outside agencies where you may make arrangements to receive mobility orientation. You are strongly encouraged to schedule the orientation before or during the first week of classes.

Personal Attendants/Paraprofessionals

If you require personal attendant services, you must make arrangements for your own personal attendant service. KCC does not assume coordination or financial responsibilities for personal attendant services.

Personal attendants must register with The Office of Public Safety, which is located on the second floor of the library, Room L-202, and can be reached at 718-368-5069.

Evaluation of Disability

AAS does not provide testing to determine the presence of a disability. If you need documentation of a disability, you must arrange and pay for assessments on your own. Please contact AAS for a listing of local testing resources.

Transportation/Parking

Kingsborough provides free shuttle service between the Kingsborough campus and the Coney Island/Stillwell Avenue and the Brighton Beach subway stations for KCC students, faculty and staff. You must present a valid Kingsborough I.D. to gain access to the bus.

On-campus parking permits are available to students with disabilities who have documented need for this service and who pay the appropriate permit fees. The issuance of a parking permit does not guarantee a parking space, but does provide the permit holder with the opportunity to park on-campus where there are available parking spaces.

Voter Registration

AAS is a mandatory NYS voter registration site and offers voter registration as one of its services.

Attendance Policy

Class Attendance

The KCC student attendance policy states that a student who has been absent 15% of the total number of instructional hours that a class meets during a semester or session may be considered excessively absent by the instructor. The instructor may consider excessive absences as a factor in the assignment of a student's grade. Students with disabilities are expected to adhere to this college policy. In general, if you miss a class, regular services and class notes may not be provided.

Pregnancy

Kingsborough Community College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Access-Ability Services at 718-368-5175 or the Title IX Coordinator, Angel Rivera at 718-368-5026.

Canceling/Changing Services

AAS requires that you inform AAS in advance when you plan to cancel scheduled services, if you will be late or if you are requesting a change. You may contact AAS by phone (718-368-5175); text (347-766-6227); or e-mail (AAS@kbcc.cuny.edu). After office hours, you may leave a message, which will be accessed and returned the following business day.

Arriving Late for Services

Service providers (e.g. interpreters, note takers, tutors) will wait fifteen minutes for you to arrive for a scheduled assignment before leaving. If you are more than fifteen minutes late, you may not be able to receive services for that assignment.

Sign language interpreters for D/HH students will wait fifteen minutes for every hour of the class for students who arrive late.

Suspension of Services

If you develop a consistent pattern of cancellations, lateness or absenteeism, your services may be placed in jeopardy. If the behavior is persistent, your AAS counselor will meet with you to discuss the issues and develop a mutually agreed upon action plan to correct the situation.

Tips for Success

Utilize your AAS Counselor

College is different from high school in many rewarding as well as challenging ways. The best person to assist you in your adjustment to college is your AAS counselor. **Please schedule regular appointments with your counselor.**

Your counselor can help you:

- Learn about your rights as a student with disabilities - Your counselor is your best resource for questions and concerns about your academic accommodations.
- Learn your responsibilities as a student with disabilities - Review the Access-Ability Services policies and procedures with your counselor to ensure that you receive the services to which you are entitled.
- Explore your strengths and limitations - We all have strengths and limitations. In college, knowing yourself is a very important step in developing an array of academic skills. Take time to explore your strengths and areas in need of development with your AAS counselor, and use that knowledge to maximize your academic potential.
- Learn self-advocacy skills - In college, it is important to develop communication, assertiveness and self-advocacy skills. Your counselor can help you to be self-confident, assertive and respectful without being demanding or aggressive.
- Emotional support - Your AAS counselor will offer you guidance on how to overcome anxiety and adjustment struggles as you transition to college.
- Academic advising – Your counselor will help you to develop an academic plan and to choose appropriate courses to meet your academic goal.
- Explore your goals - Throughout your academic journey, you and your counselor can discuss your short and long-term goals to keep you focused and on target.
- Find useful resources - KCC offers students many useful resources. Your counselor can help you to connect to resources on and off campus.

Study Tips

- Identify your best time of day, morning/afternoon/early evening, and use this time to study so as to maximize the amount of work you can accomplish.
- Study difficult subjects first when you are less tired. Save easier and more enjoyable subjects for later when you may be tired, but need to continue your work.
- Study in a well-lit place and as much as possible use the same place to study so that it becomes habitual.
- Avoid distractions such as the TV, phones, or the refrigerator.
- Arrange a study schedule and be aware of your time management habits.

Test Taking Tips

- Different subjects require different types of test preparations.
- To prepare for essay exams, read notes, think of potential questions in advance, and practice writing answers. Essay tests require comprehensive composition on particular topics to see if you have broad knowledge of the material.
- To prepare for multiple-choice tests, practice writing facts on index cards and focus on details. When taking such exams, pay attention to the wording of questions. Look out for absolutes, such as the word "always," in the questions. Underline key words and, as a last resort, make educated guesses.
- Ask professors about the range of material to be covered, request sample questions, if possible. Inquire if tests from previous semesters are available for review.

Emergency Procedures

In case of an emergency, follow the directions of your instructor or other college staff. Do not use elevators. If you require help, request it immediately and explain the help you need.

Public Safety officers conduct a sweep of all the buildings to make sure that everyone is safely out of the buildings. If you have a disability that prevents you from exiting the building quickly and safely, please wait in an open area (e.g. in a hallway) for a public safety officer to conduct you to safety.

Summary of Student Rights and Responsibilities

You have the right to:

- Expect all disability-related information to be treated confidentially.
- Receive appropriate accommodations in a timely manner from faculty or AAS.
- Meet privately with faculty to discuss needed accommodations and any other concerns.
- Appeal decisions regarding accommodations and auxiliary aids.

You have the responsibility to:

- Provide AAS with appropriate documentation to support your request for accommodations.
- Self-advocate to faculty and staff regarding your needs. You may work with your AAS counselor to develop advocacy skills.
- Initiate requests for specific accommodations in a timely manner.
- Notify faculty/AAS immediately if you decide to not use an accommodation or if the accommodation is no longer needed.
- Provide for your own personal disability-related needs.

Grievance Policy

When the services do not meet your expectations, we encourage you to register your complaints following the four-step procedure listed below.

Step 1: Access-Ability Services Counselor

You should discuss your concern(s) with your assigned AAS counselor. If a satisfactory solution is not reached, you can proceed to the second step, a written appeal to the Director of Access-Ability Services.

Step 2: AAS Director

After the Director receives your concern(s), you may expect that the Director will:

1. Interview you
2. Review the relevant materials
3. Interview other relevant individuals
4. Give response in a timely manner.

If you disagree with the findings or the resolution offered by the Director, you may appeal to the Office of the Dean of Students (Room A-216). If the complaint involves disability discrimination, you are encouraged to appeal to the 504/ADA Compliance Coordinator (Room A-228).

Step 3: Office of the Dean of Students

When filing a final appeal with the Office of Dean of Students, you should provide:

1. A copy of the written appeal and supporting documentation
2. The response to your appeal from the Director of Access-Ability Services

Step 4: Office of Civil Rights

Filing a Section 504/ADA complaint with the responsible federal agency does not impair your right to a prompt and equitable resolution of your complaint. To pursue your complaint with the regional agency, you may contact:

Office for Civil Rights,
New York Office
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Fax: (646) 428-3843
TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice of policy is prohibited by City University of New York policy, by federal, and by state law.

Comparison of High School and College

Applicable Laws

High School	College
IDEA (Individuals with Disabilities Education Act)	ADA (Americans with Disabilities Act of 1990, Title 11); ADA Amendments Act of 2008
Section 504, Rehabilitation Act of 1973	Section 504, Rehabilitation Act of 1973
IDEA is about SUCCESS	ADA is about ACCESS

Required Documentation

High School	College
IEP (Individualized Education Plan) and/or 504 Plan	High school IEP and 504 Plan may or may not be sufficient.
School provides evaluation at no cost to student or student's family.	If needed, students must get evaluation at their own expense.
Documentation focuses on determining whether students are eligible for services based on specific disability categories in IDEA.	Documentation must provide information on specific functional limitations, and demonstrate the need for specific accommodations.

Parental Role

High School	College
Students are minors and their parents/guardians advocate for them.	Students are considered adults; they are expected to advocate for themselves.
Parents have access to student's records and can participate in the accommodation process.	Parents do not have access to student's records without written consent from student.

Required Documentation

High School	College
School is responsible for identifying students' disability and needs.	Students are responsible for notifying Access-Ability Services of their disability if they need accommodations.
School has primary responsibility for arranging accommodations for students.	Students have primary responsibility for self-advocacy and for requesting accommodations.
Teachers approach students if they believe that the students need assistance.	Students must let their professors know if they need assistance.

Instruction and Tests

High School	College
Teachers are trained to teach	Professors are experts in their subjects and are not necessarily trained as teachers
Teachers may modify curriculum and/or alter pace of assignments.	Professors are not required to modify instruction or change assignment deadlines.
Teachers often remind students of assignments and due dates.	Professors expect students to read, save, and consult the course syllabus. The syllabus spells out exactly what is expected of students, when assignments are due, when tests will be given and how students will be graded.
Teachers give frequent class tests which allow the student/parents/staff to determine whether progress is being made.	Some classes have frequent tests and papers but some only have a final. It may be more difficult for students to measure their progress. Students are advised to schedule appointments with their professors during office hours to discuss their progress.
IEP or 504 Plan may include modifications to test format and/or grading.	Accommodations may change how tests are given (e.g. extended time) but not the content of the tests or how they are graded.

Study Responsibilities

High School	College
Teachers and/or parents often establish and enforce study routines	Students are responsible for scheduling their time. AAS counselors can help students to develop time management skills.
Tutoring and study support may be provided as part of an IEP or 504 Plan.	AAS provides tutoring as a service, not an accommodation. Students who need extra help may request tutoring, which is provided based on availability.
You may study outside of class as little as 0 to 2 hours a week.	You may need to study at least 2 to 3 hours outside of class for each hour in class.

Glossary of Terms

Accommodations: Modifications made to a school/college's academic requirements that are necessary to ensure equal access to qualified individuals.

Individual with Disabilities Education Act (IDEA): This federal law upholds the right of children with disabilities to a free and appropriate education in the United States. IDEA requires the creation and implementation of IEPs for students with special needs. The act specifies that students with disabilities must be granted special education services when needed to ensure an effective education program. The act protects children from birth through 21 years old, or until they graduate from high school with a regular diploma. IDEA does not apply to individuals in post-secondary education.

Individualized Education Program/Plan (IEP): An annual document, mandated under the IDEA, which describes the special education and services a child with disabilities should receive while attending public school in Pre-K through Grade 12. The IEP is individualized to the needs of each child with disabilities.

Disability: The ADA defines disability as:

- Having a physical or mental impairment that substantially limits one or more major life activities;
- Having a record of such an impairment; or
- Being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the use of mitigating measures such as medication, medical equipment, prosthetics, hearing aids, mobility devices, oxygen equipment, etc.

Qualified Individual with a Disability (as it relates to postsecondary education): a person who meets the disability criteria of Section 504/the ADA and the college's standard for admission or participation in programs and/or activities.

The Americans with Disabilities Act (ADA): This law provides civil rights protection for all people with disabilities in public services, public accommodation, transportation, telecommunication and private employment sectors. The Americans with Disabilities Amendment Act (ADAAA) is the ADA as amended in 2008

The Vocational Rehabilitation Act of 1973: Section 504 of this act states that "no otherwise qualified person with a disability... shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Subpart E of Section 504 is applicable to all postsecondary educational programs and activities which receive federal financial assistance.

Simply, Section 504 mandates colleges and universities to be free from discrimination in their admission and treatment of students with disabilities who are otherwise qualified to attend.



ACCESS-ABILITY SERVICES
ROOM: D205

Kingsborough | **CUNY** The City
COMMUNITY COLLEGE University
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New York

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